



DIVISIONS  
ENERGY  
GAS AND OIL  
GEOLOGY AND MINERAL RESOURCES  
MINED LAND RECLAMATION  
MINERAL MINING  
MINES  
ADMINISTRATION

# COMMONWEALTH OF VIRGINIA

## *Department of Mines, Minerals and Energy*

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1100 Bank Street  
Richmond, Virginia 23219-3638  
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[www.dmme.virginia.gov](http://www.dmme.virginia.gov)

January 11, 2013

### **GRANT FUNDED POSITION**

**POSITION:**           **Energy Project Coordinator** (General Admin. Supv./Coor.I)  
Position Number: 00058

**LOCATION:**           Richmond, VA

**STARTING SALARY RANGE:**   \$31,352 – \$64,347 (Band 4)

The Department of Mines, Minerals and Energy, Division of Energy is seeking an individual to provide and assist project management to ensure high quality resource and program management and support for the Division of Energy staff, sub recipients, and customers. This position has been designated as required to file a Statement of Economic Interests in accordance with §2.2-3114 of the *Code of Virginia*. This position is currently funded through June 30, 2013 with future funding anticipated but not guaranteed.

**QUALIFICATIONS:** Knowledge of project management principles and practices; research methods and practices; business English and mathematics; automated office equipment and its uses; filing systems and principles. Demonstrated ability to independently perform assignments accurately and quickly under pressure; work as part of a team to provide support to multiple personnel; prioritize and manage multiple short-term projects; interpret policies; draft procedures; conduct research and make sound recommendations; communicate effectively; work well independently and with others; coordinate work activities of office and staff. Must possess excellent organizational skills and ability to meet strict deadlines. Thorough knowledge of PC's and applicable software (MS Office). College degree with course work in energy, environment, economics, public or business administration preferred. A combination of training and experience indicating possession of the preceding knowledge, skills and abilities may substitute for degree. Considerable experience conducting, managing, and supporting project development and implementation, including management practices, research and analysis methodologies, procedures interpretation, and application.

**TO APPLY:** All applications must be submitted on-line through the Commonwealth of Virginia Recruitment Management System: <http://jobs.agencies.virginia.gov>

**ALL APPLICATIONS MUST BE RECEIVED ON-LINE BY 5:00 P.M., MONDAY,  
JANUARY 28, 2013**